

BENHA Board and Staff

James Bircham, LNHA Chair
Jan. 2016
Nathan J. Johnson, LNHA Vice
Chair Jan. 2017
Nancy Tuders, RN Secretary
Jan. 2015
Jennifer Pfeffer, LNHA
Jan. 2018
Jane Pederson, MD
Physician Member Jan. 2017
Marilyn Reiersen, Public Member
Jan. 2017
Katie Davis, LNHA Jan. 2019
H. Michael Tripple
Public Member Jan. 2019
Vacant, Public Member
Jan. 2020
Ex officio: Robert Held, DHS
Ex officio: Vacant
Randy Snyder, Executive Direc-
tor 651.201.2731
Jessica Schultz, Office Manager
651.201.2730

Health Service Executive (HSE) National Update

The most recent job analysis completed for the National Association of Boards (NAB) revealed significant commonality across the post-acute care continuum. NAB is continuing to work on development the licensure category of the “Health Service Executive” as an additional national pathway towards an individual state license. It is anticipated that the new Health Service Executive designation will validate competency in all lines of service and will be recognized by multiple states for licensure as a NHA, RCAL-Assisted Living housing manager or Home and Community Based Administrators.

NAB is also finishing work on a national training manual for the Preceptor to further enhance the mentor/teacher role for the student and preceptor. A second tool will be teaching modules or learning expectations for an Administrator in Training or Practicum.

Minnesota Rules 6400.5000 Update

BENHA is currently updating Minnesota Rules 6400.6900 which includes the rules pertinent for entry level education and correlates to the new NAB Domains of Practice. This covers the broader continuum of skilled, assisted living and home and community based services. The new Domains of Practice indicate that 82% of the core competencies is required across the continuum of post-acute care services. The five domains center on 1). Customer Service 2). Managerial Accounting, 3) Human Resources 4) Environmental Safety and 5) Leadership and Management and are embedded into the eight Minnesota course requirements. Recognizing the focus of BENHA is skilled nursing facilities, the board set the entry level educational requirements to include quality assurance performance improvement.

Rulemaking requires multiple notifications, transparency and many mandatory procedures. Our current rules are in the final stages at the Governor's office. The most current proposed rule changes are found on the website under the News section on the home page along with the supporting documents.

The significant rule changes include:

- Some of the eight required courses were modified to meet contemporary practice standards.
- Practicum hours will increase to the national average of 1000 hours for those applicants with no prior LTC experience while maintaining hour reductions for those applicants validating prior LTC experience.
- The courses and practicum hours will be effective for those that apply with their initial BENHA application after September 1, 2017.

Academic Colleges—Minnesota Programs

The Minnesota Board requires the approved academic programs to maintain a high standard for the initial education and training of the executive administrator for long term care supports and services. Applicants need to be directed towards a NAB accredited or a Minnesota approved program in meeting the necessary core

competencies. For any current administrator who receives inquiries about a career in long term care administration, please have them contact the board prior to enrolling or direct them towards the accredited programs.

The nine approved BENHA Schools are as Follows:

[U of M Twin Cities](#)

[U of M, Crookston](#)

[Concordia College, Moorhead*](#)

[MSU, Mankato](#)

[MSU, Moorhead](#)

[St. Cloud State University](#)

[USD Vermillion, SD](#)

[UW Eau Claire *](#)

[Saint Mary's University](#)

Administrator of Record

A reminder that the Administrator of Record notification is required for both MDH and BENHA to be completed within **five days prior to or after the change in the official Administrator of Record**. The online system takes less than five minutes to complete.

This is easily completed by logging into your individual BENHA ONLINE account and entering the skilled facility and the start or end date. PLEASE take the time to accurately enter those dates as the date and facility is forwarded the following day at 12:05 AM to DHS, MDH, BENHA and both trade associations. When an obvious error occurs, BENHA staff is obligated to contact you, and report the accurate information to all parties on the distribution list. Please take the time to accurately record the start or end date as the Administrator of Record.

Other reminders:

- The system does not allow you enter a start and end date in the same entry (at the same time). It also limits the end date to within the five days prior to or post the effective date of action.
- CMS requires written notification to occur to the Minnesota Department of Health (MDH) for staffing changes when either the Administrator (LNHA) or the Director of Nursing (DON) appointment is changed, per CMS 483.75(p) F 522. For the LNHA notification, MDH acknowledges the BENHA online system or written notification sent directly to the MDH.
- When serving as Minnesota Administrator of Record, your email address 'should' be the facility as MDH uses your email to send official documents.



- A reminder for the Administrator; disclosure of Director of Nursing appointments must be provided to MDH per the requirements listed above in F 522. BENHA does not have jurisdiction for an electronic notification and written notice must be provided to MDH.

Successful Leadership Transitions: Phil Lord

Since 1973, one person has guided the rural long term care facility in Belgrade, Minnesota.

Phil Lord remembers earning his LNHA license, # 793, and as a newly qualified nursing home administrator asking the Executive Director of BENHA, Phil Newberg, “what do I do now”? Two jobs were open at the time, Belgrade and Brainerd, Minnesota. Forty three (43) years later, with few regrets, he has successfully planned his retirement and trained his replacement at Belgrade Nursing Home. Not to be accused of job hopping, this unassuming, collaborator and effective leader reflects on those core beliefs and skills necessary to be successful in 2016.

Early in his career, Phil was advised that ‘the greatest challenge will be finding licensed staff at this rural ‘intermediate care facility’ or one level of care with one rate of reimbursement for all residents. “Without defining it, we had the ‘universal worker’ concept. Those first months on the job we faced a new legislative mandate with the challenge of increasing the minimum staffing levels to 2.0 hours per resident day from 1.25 hours per resident day *without* any reimbursement increase. Financial concerns or ‘not being able to adequately pay staff for their great work’ remains one of his ‘greatest concerns in taking care of the current residents...the Greatest Generation’ stated Lord.

Knowingly, or perhaps just following his common sense approach, Phil is textbook to the Stratis Health research about creating successful work cultures ([found on the BENHA website](#)). He shared his perspective of success; to be available for residents, staff, and families and keep your ‘life balance’ which is hard for any Administrator of Record. Know your staff members so they are comfortable in talking with you as a team member. He tells his night shift to ‘call him...the phone is on the nightstand and I’ll talk to you’, regardless of the issue.

Personal, direct, and timely communication is his key to success. “If there’s an issue, get on it, investigate, listen to the person first and provide information at all times. ‘Residents come first in all that we do,’” Mr. Lord reflected. “‘There is no limit to the amount of good you can do if you don’t take the credit but share the credit with all. It’s a team approach, make staff appreciate what they are trying to do, caring for the resident, and perhaps they will find that rewarding and stay on the job.’”

Phil Lord lists those attributes of listening to your staff, residents, and families, engaging in constant conversation with those stakeholders to model community living and celebrating life with each year.

Phil implemented his succession

planning by looking internally first and selecting a staff member to take over as the Administrator of Record. He supported his replacement through her academic education. While she working as an Assistant Administrator, he mentored her as his replacement.

Phil would recommend contacting BENHA early in the process to ask any clarifying questions for the best route for any candidate seeking licensure.

Minnesota is fortunate to have *many leaders* and pioneers serving as the Administrator throughout this great state. When Phil Lord announced his retirement and shared his succession plan with the BENHA board, the board realized this is an individual who had no substantiated complaints *ever* registered against him in 43 years! Thank you as we celebrate countless administrators, like Phil Lord, for the many acts of kindness and compassion you provide in serving Minnesotans.

BENHA reminds all administrators of two items for their tool kit. Mr. Lord retells the basic core approaches to leadership found in our website, authored by Stratis Health and leadership characteristics and the board also provides assistance through the document on Leadership Succession Planning.

The BENHA board and staff offer their sincere thank you for the many quality moments made in the lives of your consumers/residents in this past year. Your efforts on quality performance improvement and other current obstacles test the skillset of the best of all executives. The majority of those daily encounters are very successful, so a heartfelt thank you and ‘keep thinking customer first’.

LNHA Job Posting

Initially discussed through a LNHA suggestion, BENHA is now trialing a [new job postings page](#) for the LNHA on our website. Seven positions have been posted in the first six weeks that the website has been active. If anyone has any comment, we will certainly share with board staff or the full board.

Congratulations to MN’s 67 New LNHA’s!

January-December 2015

License #	Name	Effective Date	License #	Name	Effective Date
4187	René Racine	1/5/2015	4438	Allison Briggs	7/15/2015
4363	Catherine Kuettel	1/5/2015	4439	Judy Bernat	7/16/2015
4360	Lindsey Sand	1/8/2015	4440	Jaclyn Jezierski	7/16/2015
4390	Elizabeth Fetner	1/12/2015	4441	Bridget Graves	7/20/2015
4288	Anna Sheridan	1/13/2015	4442	Katherine Granstra	7/20/2015
4311	Christina Cauble	1/15/2015	4443	Kurtis Rollin	7/21/2015
4214	Jeffrey Cook	1/27/2015	4444	Brittney Hunt	7/22/2015
4365	Caroline Portoghesi	1/29/2015	4445	Matt Rustin	7/22/2015
4316	Kim Manwarren	2/2/2015	4446	Marc Halpert	7/30/2015
3843	Cynthia Urbaniak	2/12/2015	4447	Bridget Staberg	7/30/2015
4353	Drew Hood	2/19/2015	4448	Lani Drill	7/30/2015
4281	Christine Crumm	2/23/2015	4449	Michelle Hanneken	7/30/2015
4357	Jeffery Udy	2/24/2015	4450	Keanan Franco	8/3/2015
4402	Paul Treffert	3/2/2015	4451	Kristen Feltz	8/3/2015
4372	Angela Leiting	3/16/2015	4452	Stephanie Fischer	8/10/2015
4189	Shelly Hyland	4/13/2015	4453	Heather Welter	8/10/2015
4424	Jonathan Stone	4/13/2015	4454	Laura Erickson	8/10/2015
4329	Yaneque Walker	4/20/2015	4455	Elizabeth Callahan	8/12/2015
4200	Lisa Bahr	4/22/2015	4456	Morgan O'Reilly	8/14/2015
4361	Garrett Bothun	4/29/2015	4457	Eric Andersen	8/25/2015
4425	Margaret Holm	6/13/2015	4458	Michael Feltes	9/1/2015
4426	Kevin Collins	6/15/2015	4459	Steven Friederich	9/9/2015
4427	Emily Jenkins	6/23/2015	4460	Justin Hughes	9/15/2015
4428	Autumn Roark	7/1/2015	4461	Mary Hamer	9/17/2015
4429	Julie Pitsenbarger	7/1/2015	4462	Dorinda Krueger	9/17/2015
4430	Laura Preheim	7/1/2015	4463	Megan Diamond	9/17/2015
4431	Chantel Peterson	7/6/2015	4464	Katelynn Forliti	9/21/2015
4432	Alexander Ferrell	7/6/2015	4465	Crystal Frazer	9/23/2015
4433	Janae Beaudot	7/8/2015	4466	Dena Gress	9/28/2015
4434	Lori Andreas	7/10/2015	4467	Julie Schmidt	10/5/2015
4435	Linda Atkinson	7/10/2015	4468	Lisa Udy	10/5/2015
4436	Chantal Nason	7/13/2015	4469	David Rogers	11/18/2015
4437	Kayla Williams	7/13/2015	4470	Anne Reese	11/24/2015
			4471	Kyle Hedlund	12/7/2015

2016-17 Board Meetings: Board Office, Minneapolis

July 27, 2016 | October 26, 2016

January 25, 2017 | April 26, 2017

Meeting Minutes, Reports, and Newsletters are posted at the board website under the “Board” tab.

MISSION STATEMENT

The mission of the Board of Examiners for Nursing Home Administrators is to promote the public's interest in quality care and effective services for residents of nursing facilities by ensuring that licensed administrators are qualified to perform their administrative duties.

